

# **CRANSTON SCHOOL COMMITTEE MEETING**

**MONDAY, SEPTEMBER 19, 2005**

**WESTERN HILLS MIDDLE SCHOOL**

**400 PHENIX AVENUE**

**EXECUTIVE SESSION: 6:00 P.M.**

**PUBLIC SESSION: 7:00 P.M.**

## **AGENDA**

**6:00 p.m. – Call to order and convene to Executive Session pursuant to RI State Laws 42-46-5(1), Personnel, and PL 42-46-5(2), Contract and Litigation.**

**Public Session immediately following:**

### **I. COMMUNICATIONS**

### **II. COMMITTEE REPORTS**

**III. MINUTES – August 15, 2005; August 31, 2005; September 7, 2005**

**IV. SPEAKERS – Agenda Items**

### **V. CONSENT AGENDA**

## **VI. RESOLUTIONS**

### **SPONSORED BY MR. STYCOS**

**NO. 05-9-11 – Whereas, the percentage of children who are obese is increasing, and**

**Whereas, the incidence of Type II Diabetes in children is increasing, and**

**Whereas, the Rhode Island General Assembly has directed every school committee to form “a sub-committee of the school board or committee to decrease obesity and address school health and wellness policies for students and employees,”**

**Be it RESOLVED that a committee shall be formed to make recommendations to the School Committee consisting of:**

- 1. seven parents, one appointed by each member of the School Committee**
- 2. two members of the School Committee**
- 3. the School Food Service Director**
- 4. a Food Service worker selected by their union**
- 5. the Director of Health and Physical Education**

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- 6. a health and physical education teacher appointed by the Director**

**of Health and Physical Education**

**7. a school-nurse teacher appointed by the Program Supervisor of Nursing**

**8. a high school student selected by each high school principal**

**9. a teacher selected by each high school principal**

**10. a high school principal appointed by the Superintendent**

**11. a representative of the Bain faculty appointed by the Bain Middle School principal**

**SPONSORED BY MR. STYCOS AND MR. ARCHETTO**

**NO. 05-9-12 – Whereas, information is the key to good decision planning and decision making,**

**Be it RESOLVED that the School Committee directs the Superintendent within one week to:**

**1 prepare a detailed cut list outlining how she recommends paying for the \$1.8 million in unbudgeted costs resulting from the recently negotiated teachers' contract.**

**2. prepare a detailed cut list outlining how she recommends to cut an additional \$1 million in school funding should the City Council and/or Mayor not allocate the additional promised \$1 million.**

**3. prepare a detailed financial estimate of the additional costs and savings due to the recently negotiated teachers' contract in fiscal**

**year 2006-2007 and 2007-2008.**

**Be it further RESOLVED that these reports be posted on the school department's web site within ten days, and**

**Be it further RESOLVED that the Chairman schedule a Monday evening meeting, no later than the October 17, 2005 School Committee meeting, to consider the reports.**

## **ADMINISTRATION**

**NO. 05-9-13 – RESOLVED, that the Statement of Professional Relations between the Cranston School Committee and the Cranston Association of School Administrators through the Meet and Confer Process, as recommended by the Superintendent, be approved.**

**NO. 05-9-14 – RESOLVED, that the agreement between the Cranston School Committee and the Cranston Teachers' Alliance, Teacher Assistant/Bus Aide Unit Local 1704, AFT, as recommended by the Superintendent, be approved.**

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## **PERSONNEL**

**NO. 05-9-15 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the 2005-2006 school year:**

**William Savasta, salary to be at the fourth step of the prevailing salary schedule**

**Education – Providence College, BS**

**Experience – Cranston Public Schools' Substitute**

**Certification – Secondary Business**

**Assignment – Cranston High School East, Business, 1.0 FTE**

**Effective Date of Employment – September 6, 2005**

**Authorization – Replacement**

**Fiscal Note: 11311012 512100**

**Lena Cabral, salary to be at the second step of the prevailing salary schedule**

**Education – Rhode Island College, BS**

**Experience – Cranston Public Schools' Substitute**

**Certification – Elementary/Middle Special Education**

**Assignment – Gladstone School Planning Center, .5 FTE**

**Effective Date of Employment – September 13, 2005**

**Authorization – Replacement**

**Fiscal Note: 11911012 512100**

**Antonetta Upton, salary to be at the first step plus Masters of the prevailing salary schedule**

**Education – Rhode Island College, BS; University of Rhode Island, MLIS**

**Experience – Smithfield Public Schools' Substitute**

**Certification – Library Media, PK-12**

**Assignment – Cranston High School West, Librarian, .5 FTE**

**Effective Date of Employment – September 14, 2005**

**Authorization – Replacement**

**Fiscal Note: 12625313 513200**

**NO. 05-9-16 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:**

**Jonathan Pratt Social Studies**

**Edmund Hathaway Special Education Middle/Secondary**

**Debra Gentile General Subject Matter, K-12**

**Marianne Solsberg Special Education Middle/Secondary**

**Kristin Silberman Elementary**

**Jennifer Schavone General Subject Matter**

**Tamarra Egan Elementary**

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**Tiffany Brown Secondary English**

**Maria Giardello Secondary History**

**Wanda Derouin Elementary ESL**

**Lisa Lutrario Elementary**

**Michelle Nonis Elementary**

**Justine Dean Elementary**

**Carlos Pinhancos    Secondary English**  
**Meagan Kane    Special Education Elementary/Middle**  
**Dina Cappalli    Elementary**  
**Kristen Cesario    Special Education Elementary/Middle**  
**Kristine Nixon    Special Education Elementary/Middle**  
**Eddy Remy    General Subject Matter**  
**Kristin Pusateri    Elementary**  
**Nicole Sylvestre    Elementary**  
**Jessica Melillo    Elementary**  
**Basilios Basilios    General Subject Matter**  
**Damian Barbosa    Secondary Science**  
**Anabela Olsen    Secondary Spanish**  
**Michael Choun    ESL, K-12**  
**Debbie Painter    Elementary**  
**Kevin St. Jacques    Middle/Secondary General**  
**Kristen Hill    Elementary**  
**Laurel Givens    Secondary Business**

**NO. 05-9-17– RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:**

**Michele Caniglia, Teacher**  
**Elementary**

**Effective Dates: February 2006 to September 2006**

**Jessica Palumbo, Teacher**

**Cranston High School East**

**Effective Dates: September 2005 to September 2006**

**NO. 05-9-18 – RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:**

**Catherine M. Ciarlo, Superintendent**

**Central Administration**

**Effective Date: June 30, 2006**

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**NO. 05-9-19 – RESOLVED, that at the recommendation of the Superintendent, the resignations of the following certified personnel be accepted:**

**Vincent Varrechione, Assistant Principal**

**Bain Middle School**

**Effective Date: September 2, 2005**

**Mary Ellen Gelinas, Teacher**



**Cranston High School East**

**Effective Date: August 24, 2005**

**Alyssa Chang-Lee, Psychologist**

**Special Services**

**Effective Date: August 26, 2005**

**NO. 05-9-20– RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as athletic coaches:**

**James Creamer, Assistant Girls' Tennis, Cranston High School East**

**Step – 5**

**Class – D**

**Playing Competition – High School**

**Experience – Coaching Other Sports**

**Certification – RI Coaches Certification; CPR/First Aid Certified**

**Michael Fitzgerald, Freshman Football, Cranston High School West**

**Step – 5**

**Class – D**

**Playing Competition – Cranston High School West**

**Experience – Volunteer Coach Cranston High School West Football**

**Certification – RI Coaches Certification; CPR/First Aid Certified**

**NO. 05-9-21 – RESOLVED, that at the recommendation of the**

**Superintendent, the resignation of the following coaches be accepted:**

**Joseph Picano, Assistant, Football  
Cranston High School West  
Effective Date: August 8, 2005**

**Craig Sacco, Assistant, Girls' Tennis  
Cranston High School East  
Effective Date: August 17, 2005**

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**Robert Jackson, Head, Hockey  
Cranston High School East  
Effective Date: August 18, 2005**

**Thomas Short, Junior Varsity Boys' Basketball  
Cranston High School West  
Effective Date: September 12, 2005**

**NO. 05-9-22 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified employees be recalled from layoff:**

**Jo-anne Gesterling, Teacher Assistant**  
**Edgewood Highland School**  
**Effective Date: September 7, 2005**

**Cynthia Sweet, Teacher Assistant**  
**Gladstone School**  
**Effective Date: September 7, 2005**

**Kathleen Hassell, Teacher Assistant**  
**Dutemple School**  
**Effective Date: September 7, 2005**

**Deborah Vilardi, Teacher Assistant**  
**Stadium School**  
**Effective Date: September 7, 2005**

**Bettina Brothers, Case Manager**  
**Adult Education Program**  
**Effective Date: September 13, 2005**

**NO. 05-9-23 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified employees be appointed:**

**Dawn Rodier, Three-hour Food Service Worker**  
**Food Service**  
**Effective Date of Employment – September 7, 2005**

**Fiscal Note: 33647179 511000**

**Spyridoula Fontaine, Three-hour Food Service Worker**

**Food Service**

**Effective Date of Employment – September 7, 2005**

**Fiscal Note: 32947179 511000**

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**Louis Divers, Bus Driver**

**Transportation**

**Effective Date of Employment – September 7, 2005**

**Fiscal Note: 14347543 517200**

**Arlene Bilodeau, Bus Driver**

**Transportation**

**Effective Date of Employment – September 7, 2005**

**Fiscal Note: 14347543 517200**

**Paula Holt, Secretary**

**Hope Highlands School/Gladstone School**

**Effective Date of Employment – September 7, 2005**

**Fiscal Note: 13447115 / 11947115 515400**

**Stella Colarusso, Bus Monitor**

**Transportation**

**Effective Date of Employment: September 7, 2005**

**Fiscal Note: 14347518 518600**

**Rosemary Lusigan, CNA Instructor**

**Adult Education Program**

**Effective Date of Employment: September 12, 2005**

**Fiscal Note: 16278712 512100**

**NO. 05-9-24 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes:**

**TEACHER ASSISTANT**

**Maria Richard**

**BUS DRIVERS**

**Salvador Saban**

**Kimberly Lettieri**

**CUSTODIAN**

**Donald Pontarelli**

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**NO. 05-9-25 – RESOLVED, that at the recommendation of the**

**Superintendent, the retirement of the following non-certified personnel be accepted:**

**Jo-Anne Aucone, Six-hour Secondary Cook**

**Food Service**

**Effective Date: September 1, 2005**

**NO. 05-9-26 – RESOLVED, that at the recommendation of the Superintendent, the resignations of the following non-certified personnel be accepted:**

**Maria Manzi, Secretary**

**Hope Highlands School**

**Effective Date: August 11, 2005**

**Ann Foss, Bus Driver**

**Transportation**

**Effective Date: August 23, 2005**

**Alyssa Hopkins, Teacher Assistant**

**Waterman School**

**Effective Date: September 7, 2005**

**Lisa Marie Courtemanche, Teacher Assistant**

**Dutemple School**

**Effective Date: September 7, 2005**

**Sharon Cavanaugh, Bus Monitor**

**Transportation**

**Effective Date: September 3, 2005**

**Francis White, Three-hour Food Service Worker**

**Food Service**

**Effective Date: August 22, 2005**

**Linda Rosenfeld, Library Clerk**

**Stadium School**

**Effective Date: September 7, 2005**

**Marie Iacobucci, Three-hour Food Service Worker**

**Food Service**

**Effective Date: August 23, 2005**

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**Alessandra Branca, Teacher Assistant**

**Orchard Farms School**

**Effective Date: September 13, 2005**

**NO. 05-9-27 – RESOLVED, that at the recommendation of the**

**Superintendent, named non-certified staff member be laid off from their respective position due to budgetary reasons:**

## **GRANTS**

**NO. 05-9-28 – RESOLVED, that the Cranston Public Schools submit to the Rhode Island Senate, the following legislative grants:**

**Cranston High School West Legislative Grant \$1,000**

**Cranston High School East Band Legislative Grant \$ 500**

**Western Hills Middle School Legislative Grant \$2,500**

**Garden City School Community Literacy Legislative Grant \$ 500**

## **BUSINESS**

**NO. 05-9-29 - RESOLVED, that the Cranston School Committee accept the 2004-2005 In\$ite Expenditure Report as required by Article 31.**

## **POLICY AND PROGRAM**

**NO. 05-9-30 - RESOLVED, that at the recommendation of the Superintendent, the following Conference/Field Trip of Long Duration**



**be authorized:**

**Arthur Montanaro, music teacher and Cranston West Band Director, and Christine Baum, resource teacher and Falconette/Westernettes' advisor, students in the band, and the Westernettes and Falconette students to travel to Anaheim, California, from April 18, 2006 to April 23, 2006 to perform at the Magic Kingdom Parade before an international audience and to have the opportunity to attend music workshops and watch other students perform.**

**NO. 05-9-31 - RESOLVED, that Policy No. 5111, Admissions, as amended, be approved for second and final reading.**

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**NO. 05-9-32 - RESOLVED, that Policy No. 9300 (a), (b), (c), (d) (e), (g), (i), and (j) as amended, Rules of the School Committee, City of Cranston be approved for second and final reading.**

**NO. 05-9-33 - RESOLVED, that Policy No. 9300 (f) Section N, and 9300 (h) Section XI B, as amended, Rules of the School Committee, City of Cranston, be approved for first reading.**

**NO. 05-9-34 - RESOLVED, that Policy No. 9361.2, as amended, By**

**Laws of the School Committee, Special Meetings, be approved for first reading.**

**NO. 05-9-35 - RESOLVED, that Policy No. 9362, as amended, By Laws of the School Committee, Time and Place, be approved for first reading.**

**NO. 05-9-36 - RESOLVED, that Policy No. 8341, Internal Committee Operations, Types of Meetings, as amended, be approved for first reading.**

#### **TABLED RESOLUTION**

**NO. 05-7-15 – RESOLVED, that at the recommendation of the Superintendent, the termination of certified employee A be accepted.**

#### **VI. SPEAKERS – Non-agenda Items**

**School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.**

**Notice Posted: September 15, 2005**

**Students        5111**

### **Admissions**

**All children who reside in the City of Cranston and are of legal school age are eligible to attend school.**

**The admission of pupils shall be strictly in accordance with the provisions of the School Committee policy.**

**Children between the ages of 6 and 16 (except those exempted by law) are required to attend full-time day school as required by Title 16 Rhode Island General Laws.**

**Legal Reference: General Laws of Rhode Island (as amended)**

**16-19-1 Attendance required**

**16-2-27 Eligibility for Attendance-Kindergarten**

**16-2-28 Eligibility of Attendance-First Grade**

**Policy adopted: March 20, 1972**

**Policy amended: April 25, 1977**

**Policy amended: August 15, 2005 CRANSTON PUBLIC SCHOOLS**

**Policy amended: CRANSTON, RI.**

**9300(a)**

## **Rules of the School Committee – City of Cranston**

### **I. The Presiding Officer**

**A. The chairperson of the School Committee shall preside at all meetings of the committee.**

**1. In the absence of the chairperson, and in the event of a vacancy in the office of chairperson from any cause, the clerk of the committee shall assume the responsibilities of the chairperson and preside at all meetings of the committee.**

**2. If at any meeting of the committee, both the chairperson and the clerk shall be absent, the School Committee shall elect, by majority vote of the members present, a presiding officer for the meeting.**

### **B. Duties of the Presiding Officer:**

**1. The presiding officer shall preserve order and decorum, shall speak on points of order in preference to other members, and shall decide all points of order. Decisions by the presiding officer on**

points of order are subject to an appeal to the School Committee by a motion regularly seconded. No other business shall be in order until the question on appeal shall have been decided by a majority vote of the School Committee members present.

2. The presiding officer shall set forth all principal questions in the order in which they are moved unless a subsequent or secondary motion be previous in its nature. If a subsequent or secondary motion be previous in nature, it shall be decided before the principal motion (question) can be acted upon except that in naming sums and in fixing times, the largest sum and the longest time shall be first.

3. The presiding officer may invite individuals and guests to the rostrum from time to time to address the School Committee at its regularly scheduled or special meetings.

9300(b)

#### **C. Duties of the Chairperson:**

1. The chairperson shall appoint all committees of the School Committee and their respective chairperson with the exception of the School Buildings Committee and the Recreation Committee. The members of the aforementioned sub-committees shall be elected in the same manner as the chairperson and clerk at the organizational meeting. In addition, one alternate to the School Buildings

**Committee shall also be elected in the same manner.**

**2. Special and temporary sub-committees shall be appointed by the chairperson as the need arises to study special problems of concern to the School Committee. Temporary and special committees when formed shall be charged by the chairperson with specific responsibilities prepared in writing and approved by a majority vote of the School Committee. These sub-committees shall be discharged at the completion of their assignment or upon re-organization of the School Committee whichever comes first.**

**3. The chairperson shall exercise such powers and perform such duties that are fixed by statute and as usually devolve upon the presiding officer of the deliberative body.**

**4. The chairperson shall be authorized signatory to all legal documents.**

**5. The chairperson, with the assistance as necessary from the superintendent, shall represent the School Committee in all its official functions.**

**a. Notification of these events shall be extended to every School Committee member.**

**6. As presiding officer during a School Committee meeting, the chairperson of the School Committee shall have the same rights and**

**privileges which other School Committee members enjoy, including the right to vote on all matters before it and to be counted for the purpose of determining whether a quorum is present.**

**9300(c)**

**7. The chairperson shall have the right to entertain motions, and if the chairperson wishes to speak on the substance of a matter before the School Committee, the chairperson shall temporarily turn the chair over the clerk until such time that the chairperson has concluded his/her remarks.**

#### **D. Election of the Chairperson, Clerk, and Other Officers**

**1. The chairperson and the committee clerk shall be elected by a vote of the majority of the full committee (entire membership) at the organizational meeting, to serve for a term of two (2) years or at such time as either or both offices become vacant.**

**2. A vacancy in the office of chairperson and/or clerk shall be filled for the unexpired portion of time by a vote of the majority of the full committee (entire membership.)**

## **II. Clerk**

**A. The clerk of the School Committee shall be responsible for**



**complete and accurate records of all regularly scheduled and special meetings of the School Committee.**

**B. The clerk shall be authorized signatory for all invoices.**

**C. Payroll and Vendor warrants shall be approved and signed by the chairperson or clerk of the School Committee or by the superintendent of schools or his/her authorized representative.**

**D. The clerk shall maintain an accurate record of all tabled resolutions of the School Committee.**

### **III. The Quorum**

**A. A majority of the full School Committee shall constitute a quorum for the transaction of committee business at all meetings.**

**B. When a quorum is present, a majority vote shall be defined as a majority of the votes cast, which is sufficient for the adoption of any motion, except those requiring a majority of the full committee (entire membership.)**

**9300(d)**

### **IV. Meeting Conduct**

**A. All meetings of the committee or sub-committees shall be**

**conducted according to “Robert’s Rules of Order.”**

**1. If Robert’s Rules of Order contradicts the Adopted Rules of the School Committee, the School Committee’s Rules shall prevail.**

**B. Rules may be suspended for good cause upon the vote of five (5) members.**

**C. Rules may be amended upon the vote of five (5) members.**

**D. All meetings of the School Committee shall be held in accordance with the Rhode Island Open Meetings Laws.**

## **V. Consultants**

**A. The committee may employ consultants and/or legal counsel as it deems necessary by a majority vote of the members present.**

## **VI. Decorum and Debate**

**A. Elected officials, municipal officials, school department officials, or any member of the public desiring to speak, shall address the chairperson, and after having been recognized by the chair, shall not be interrupted while addressing the School Committee by any member of the committee except by (a) question of order; (b) a question of privilege; (c) the correction of a mistake; (d) a call to order.**

**B. The speaker shall confine his/her remarks to the merits of the pending question or concern, maintaining a courteous tone, refraining from personal remarks, refraining from attacking a committee member's motives and shall address all remarks through the chairperson. The measure, not the person(s) shall be the subject of debate.**

**C. It shall be the duty of the presiding officer to protect the speaker's right to address the committee.**

**D. It shall be the duty of the chairperson to request the speaker cease and desist if the rules of decorum are not adhered to. If the speaker continues to disobey the chairperson's direction, it shall be the duty of the chairperson to dismiss the speaker.**

**9300 (e)**

**E. During debate or during voting, no member of the public or official shall be permitted to disturb the assembly or hamper the transaction of business.**

**F. With the exception of public acknowledgements and commendations which may be approved by a voice vote, all voting shall be by roll call and the yeas and nays of the individual members shall be recorded in the record.**

**G. The roll call shall be taken by the Executive Secretary of the School Committee or his/her designee.**

**H. During a roll call vote, said roll call shall not be interrupted or stopped by the presiding officer or any member of the School Committee for any reason whatsoever including points of order, personal privilege or for a member to explain his/her vote.**

**I. The roll call of committee members shall be prescribed by the presiding officer.**

**J. No policy, resolution, motion or vote, except by motions of a purely procedural nature, shall be adopted by the committee, and no appointments or removal shall be made by less than the affirmative votes of a majority of all the members of the committee present.**

**K. When a principal question/motion is under debate, the chairperson shall recognize no subsequent motions except:**

- 1. to adjourn (undebatable)**
- 2. to lay on the table (undebatable)**
- 3. to recess (debatable)**
- 4. to postpone to a day specified or indefinitely (debatable)**
- 5. to commit (debatable)**
- 6. to amend (debatable)**
- 7. to move the previous question (undebatable)**

**L. The aforementioned motions shall have precedence in the order here named.**

**M. Every member present, when a question/motion is put, shall vote thereon, unless they pass, abstain, or recuse themselves.**

**1. A member may recuse themselves from voting on an issue pursuant to State law by notifying the Chair and filing paperwork with the Secretary of State's office.**

**9300(f)**

**N. A motion to reconsider is in order at any time during the same meeting or at an adjourned meeting; however, the motion to reconsider must be made by a member of the committee who voted in the affirmative (with the prevailing side.) Any member can second the motion. When a motion to reconsider has been decided, the original vote is void.**

**O. If the presiding officer so directs, every motion shall be reduced to writing.**

**P. No member of the committee shall speak more than once on the same question, until all other members of the committee desiring to speak thereon shall have done so.**

**Q. In the event of a tie vote related to matters of management and policy, the matter before the committee shall be tabled to the next scheduled or special meeting of the committee, where the matter can be voted on again. If the matter is tabled to the next scheduled meeting of the committee, debate can continue before the re-vote; however, for a matter to be considered by the committee again once placed on the table, a procedural motion must be made and seconded to “remove from the table.” A majority vote of the committee is required to remove a matter from the table.**

**R. Any member of the School Committee, except the chairperson, may make a motion and/or second another member’s motion.**

**S. Any member of the School Committee, including the chairperson, shall be entitled to introduce resolutions.**

#### **T. Seating**

**1. In addition to the members of the School Committee, the following members of the Administration shall be seated on stage with the Committee: (a) the Superintendent, (b) the Assistant Superintendent, and (c) the School Committee secretary. In Budget sessions, the Executive Director of Business Management/Operations shall also join the Committee on stage.**

**2. Seating shall be assigned by the Chair of the School Committee. All members shall face one another and tables shall be set in a**

**horseshoe shape.**

**9300(g)**

**3. A table shall be set up for the following Administration members in front of the public: (a) Executive Director of Business Management/Operations, (b) Executive Director of Human Resources and Public Relations, (c) Executive Director(s) of Education Programs and Services, and (d) Director of Plant Operations and Transportation.**

**U. Electronic Devices: Use of cell phones or electronic pagers are permitted only in silent / vibrate mode during any meetings of the School Committee.**

## **VII. Committees**

**A. The schedule and agendas of all sub-committees shall be established by the chairperson of each respective sub-committee.**

## **VIII. Tabled Resolutions**

**A. Any tabled resolution will be valid for a period of three (3) calendar months.**

## **IX. Public Accessibility**

**A. Citizens shall be entitled to be heard at all regular and special**

meetings, public budget work sessions, and scheduled hearings of the School Committee.

**B. Any person wishing to speak before the Cranston School Committee on any agenda or non-agenda items shall sign a Speakers' sheet which will be available one-half hour prior to the start of each regularly scheduled meeting. Speakers shall list their name, address, and the issue upon which they wish to be heard.**

**C. The remarks of a citizen on agenda or non-agenda items of business shall be limited to a period not to exceed three (3) minutes during each regular or special meeting, public budget work session, or public hearing. The time constraint shall be extended to a period not to exceed five (5) minutes if requested by the citizen or School Committee member to the chairperson. The chairperson only will make that determination.**

**D. Nothing herein shall be construed as limiting the rights of the superintendent, legal counsel, consultants, or heads of several departments to be heard on agenda or non-agenda items.**

## **X. Notification to Members**

### **9300(h)**

**A. Written notice for all regular meetings shall be sent out from the superintendent's office so that the notices are in the hands of the full**



**committee at least four days prior to the meeting. A complete agenda for the regular meeting must accompany every notice.**

**B. Notice for special meetings shall be sent in writing or email and by phone, with forty-eight (48) hours' notice except in an emergency, as determined by the chairperson and/or superintendent.**

## **XI. Types and Call of Meetings**

**A. Regular Meetings of the committee shall be held on the third Monday of each month at 7:00 p.m. unless the time and date be changed by a majority vote of the committee at a previous monthly meeting, with adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m. All meetings shall be scheduled and be accessible to all.**

**1. The School Committee shall make every effort to not schedule its regular meeting on the same night as the regularly scheduled Council meeting.**

**B. Special Meetings of the committee shall be called by the superintendent of public schools at the request of the chairperson or by a request in writing to the chairperson signed by three (3) members of the committee.**

**C. Organizational Meeting of the School Committee shall take place immediately following the swearing-in of the newly elected committee**

**members which shall take place on the first Monday following the New Year.**

**D. Executive Meetings or sessions of the committee shall be called at such time and place as is required for free discussion of personnel or other matters included under RI Gen. Laws. 42-46-5, and by the affirmative vote of a majority of the members present, authorize the consideration of a closed session. The administration with the chairperson's consent shall submit to the School Committee an agenda for Executive Session of the items to be discussed, but not the specific content. Any tentative proposals for action taken at such closed sessions shall require confirmation at subsequent open meetings.**

**9300(i)**

**E. Work Sessions – The committee, upon the chairperson's consent, may meet for work/study sessions to exchange information and to develop understanding. The meeting shall be held in accordance with the RI Open Meetings Act.**

## **XII. Determining Agenda**

**A. The agenda for regular and special School Committee meetings shall be prepared in advance by the chairperson in cooperation with the superintendent.**

**B. All School Committee members and the superintendent are eligible**

**to have items placed on the agenda.**

**C. Any School Committee member or the superintendent of schools who wishes an item or resolution placed on the agenda of any regular school committee meeting must submit that item or resolution to the superintendent's office or chairman, or in his absence, to the clerk at least five (5) business days (10:00 a.m.) in advance of the scheduled meeting.**

**D. The priority of listed items on the agenda shall be established in order of importance or urgency as determined by the chairperson.**

**E. All administrative items shall be available for review by school committee members on the Wednesday prior to the printing of the docket.**

### **XIII. Order of Business**

**A. At the commencement of each school committee meeting, the roll call shall be called, and if a quorum is present, the reading of the minutes of the previous meeting shall automatically be suspended unless so noted by a majority of the school committee members present.**

#### **B. Committee Agenda:**

##### **1. Call to order – Executive Session**

**2. Executive Session**

**3. Call to order – Open Session**

**4. Roll call/Quorum**

**9300(j)**

**5. Executive Session minutes sealed**

**6. Minutes of previous meeting(s)**

**7. Public acknowledgements/Communications**

**8. Chairperson communications**

**9. Superintendent communications**

**10. School Committee member communications**

**11. Public Hearing**

**a. Students (agenda/non-agenda matters)**

**b. Members of the Public (agenda matters only)**

**12. Consent calendar/consent agenda – The consent calendar or consent agenda is approved in its entirety. If a member removes an item for discussion, the item removed now becomes an action item. The consent items are generally routine in nature unless, as mentioned previously, a member of the committee requests its removal from the consent agenda to discuss/debate.**

**13. Action Calendar/Action Agenda – The action calendar or action agenda generally contains those items that require discussion/debate. Action items shall be voted upon by individual roll call of the members present.**

**14. New Business**

**15. Public Hearing on Non-agenda Items**

**16. Announcement of future meetings**

**17. Adjournment**

**Resolution No.: CRANSTON, RI**

**9361.2**

## **Bylaws of the School Committee**

### **Special Meetings**

**Special meetings shall be called by the superintendent of schools at the request of the chairperson or by a request in writing to the chairperson signed by three (3) members of the committee.**

**Bylaws adopted:**

**Bylaws amended: CRANSTON PUBLIC SCHOOLS**

**Resolution No. CRANSTON, RI**

**9362**

**Bylaws of the School Committee**

**Time and Place**

**Regular meetings of the School Committee shall be held on the third Monday of each month at 7:00 p.m. unless the time and date be changed by a majority vote of the committee at a previous monthly meeting, with an adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m. All meetings shall be scheduled and be accessible to all.**

**The School Committee shall make every effort to not schedule its regular meeting on the same night as the regularly scheduled City Council meeting.**

**Legal Reference: Gen. Laws RI 1956 – Title 16 – Education 16-2-8**



**Policy Amended: March 21, 1983 CRANSTON PUBLIC SCHOOLS**

**Policy Amended CRANSTON, RI**

**Resolution No.:**

**8341**

**Internal Committee Operations**

**Types of Meetings**

**1. Regular Meetings: Regularly scheduled meetings may be of two kinds; business or educational. The latter type may be held for the**

**purpose of reviewing and evaluating the school program or the development and discussion of policy.**

**2. Special Meetings:** Such a meeting may be called, upon due notice as specified in the bylaws, by the chairperson of the committee, the superintendent of schools, or by written request of three members collectively in the event that the chairperson fails to act. Ordinarily, no business shall be transacted except that for which the meeting is called.

**3. Adjourned Meetings:** Such meetings shall serve as a continuation of a regular meeting and not as a special or called meeting.

**4. Executive Meetings:** Executive meetings or sessions of the committee shall be called at such time and place as is required for free discussion of personnel or other matters which are not appropriate for public announcement until fully developed. Any tentative proposals for action taken at such closed sessions shall require confirmation at subsequent open meetings.

**5. Study Sessions:** The committee may meet for study sessions to exchange information and develop understanding.

**Legal Reference: General Laws of Rhode Island, 1956-Title 16 –**

## **Education**

**16-2-8 Regular meetings of committee**

**16-13-4 Hearing on dismissal for cause – Appeals**

**Policy Adopted: November 4, 1969 CRANSTON PUBLIC SCHOOLS**

**Policy Amended: CRANSTON, RI**

**Resolution No.:**